

**NEW PETITION WORKLIST**  
**(IN THE FOLLOWING ORDER)**

- ( ) Voluntary Petition (all chapters)
- ( ) ~~A~~To Be Completed by Individual Chapter 7 Debtor(s) with Primarily Consumer Debts~~@~~(Statement for Chapter 7 individuals only - this is included on page 2 of the Voluntary Petition)
- ( ) Exhibit ~~AB~~@ (Chapter 7 individuals only - this is included on page 2 of the Voluntary Petition)
- ( ) Exhibit ~~AA~~@ (Chapter 11 corporations only)
- ( ) List of Creditors Holding 20 Largest Unsecured Claims (Chapters 9 and 11 only)
- ( ) Matrix (original should not be stapled) (For all chapters except Chapter 9, a list of the names and addresses [including Zip Codes] of all creditors and interested parties [excluding the debtor(s) and debtors counsel] arranged in the matrix format as specified in Local Bankruptcy Rule 1007(a)-1. A debtor in a Chapter 9 case shall file a Matrix within such time as the court shall fix. )
- ( ) Summary of Schedules (all chapters)
- ( ) Schedule A - Real Property (all chapters)
- ( ) Schedule B - Personal Property (all chapters)
- ( ) Schedule C - Property Claimed as Exempt (all chapters - individuals only)
- ( ) Schedule D - Creditors Holding Secured Claims (all chapters)
- ( ) Schedule E - Creditors Holding Unsecured Priority Claims (all chapters)
- ( ) Schedule F - Creditors Holding Unsecured Nonpriority Claims (all chapters)
- ( ) Schedule G - Executory Contracts and Unexpired Leases (all chapters)
- ( ) Schedule H - Codebtors (all chapters)
- ( ) Schedule I - Current Income of Individual Debtor(s) (all chapters - individuals only)
- ( ) Schedule J - Current Expenditures of Individual Debtor(s) (all chapters - individuals only)
- ( ) Declaration Concerning Debtors Schedules (all chapters)
- ( ) Statement of Financial Affairs (all chapters)
- ( ) Declaration Concerning Debtors Statement of Affairs (all chapters)
- ( ) Individual Debtors Statement of Intention (Chapter 7 only - individuals only)

- ( ) Attorney's Disclosure Statement (all chapters)
- ( ) Application and Order to Pay Filing Fee in Installments (all chapters - individuals)
- ( ) Chapter 13 Plan (attached to all sets plus 2 extra copies)

**FILING FEES:**

Miscellaneous Administrative Fee (in lieu of notice fee) - \$30.00 (**All Chapters**)

Filing Fee - \$ 155.00 (Chapter 7).

\$ 15.00 Surcharge Fee is charged for a Chapter 7 case only.

Filing Fee - \$ 300.00 (Chapter 9).

Filing Fee - \$ 800.00 (Chapter 11).

Filing Fee - \$1,000.00 (Chapter 11 Railroad, as so defined).

Filing Fee - \$ 200.00 (Chapter 12).

Filing Fee - \$ 155.00 (Chapter 13).

Filing Fee - Involuntary Cases - Fees are determined by the Chapter under which they are filed. Current case filing fee is charged plus the Misc. Adm. Fee charged.

Conversion Fee - Surcharge fee of \$15.00 for cases (e.g., Chapter 13 or 11) converting to Chapter 7.

**COPY REQUIREMENTS (This includes one copy to return to you):**

Original plus 3 copies (Chapter 13)

Original plus 4 copies (Chapter 7)

Original plus 6 copies (Chapters 9, 11, & 12)

**EMERGENCY FILING REQUIREMENTS:**

- 1) Voluntary Petition with all signatures (2 pages)
- 2) Matrix (For all chapters except Chapter 9, a list of the names and addresses [including Zip Codes] of all creditors and interested parties [excluding the debtor(s) and debtor's counsel] arranged in the matrix format as specified in Local Bankruptcy Rule 1007(a)-1. A debtor in a Chapter 9 case shall file a Matrix within such time as the court shall fix.)
- 3) Filing Fee or the Application and Order to Pay Filing Fee in Installments
- 4) List of Creditors with the 20 Largest Unsecured Claims (Chapters 9 and 11 only)